

**9 AUGUST 2000**



**Personnel**

**EDUCATION AND TRAINING**

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This directive establishes the following responsibilities and authorities associated with education and training for the Air Force Materiel Command (AFMC).

**SUMMARY OF REVISION**

This revision completely updates policy for the management and administration of education and training programs for the Air Force Materiel Command (AFMC). It incorporates changes to policies and operational requirements that have been implemented, as well as specific information on the roles and responsibilities for each agent.

1. The mission of the Education and Training organization is to prepare the AFMC work force for current and future requirements through planning, programming, budgeting, and executing education and training. The Education and Training organization is the primary focal point for military and civilian education and training.
2. The Headquarters Education and Training Organization (HQ AFMC/DPE) will:
  - 2.1. Manage Air Force Training Management System (AFTMS) quotas for the Command
  - 2.2. Manage Civilian Training for the Command
  - 2.3. Manage Military Training for the Command
  - 2.4. Manage Education Services for the Command
  - 2.5. Manage Education and Training Support Services for the Command
  - 2.6. Serve as Command focal point for the Acquisition Professional Development Program (APDP)
3. Each Headquarters Directorate will:
  - 3.1. Identify a functional training manager to be the Command's Education and Training focal point for the function

- 3.2. Forecast organizational training requirements outside of normal job requirements (e.g., new information systems, new processes, etc.) and identify them to HQ AFMC/DPE
- 3.3. Work with HQ AFMC/DPE to solicit Education and Training support services as needed
4. Each Education and Training Flight (ETF) will:
  - 4.1. Manage Air Force Training Management System (AFTMS) quotas for the base
  - 4.2. Manage Civilian Training for the base
  - 4.3. Manage Military Training for the base
  - 4.4. Manage Education Services for the base
  - 4.5. Manage Education and Training Support Services for the base
  - 4.6. Identify measures to evaluate the effectiveness and efficiency of the Education and Training processes for the base
5. Each Center Directorate will:
  - 5.1. Forecast, plan, program, and budget for organizational training requirements outside of normal job requirements (e.g., new information systems, new processes, etc.)
  - 5.2. Ensure supervisors identify training requirements on each of their employees' Individual Development Plan (IDP)
  - 5.3. Solicit Education and Training support services from the local ETF to meet training requirements. Not all ETFs have the capability to provide all E&T services. Requirements for support services should be negotiated with the local ETF.
6. Each Supervisor will:
  - 6.1. Meet with each of their employees on a periodic basis, not less than annually, to discuss their training and development needs.
  - 6.2. Update the IDP of each of their employees as necessary, but not less than annually, using the Education and Training Management System (ETMS Web).
  - 6.3. Ensure each of their employees attends scheduled training. Provide documentation for non-attendance as required.
7. This AFMC Directive implements regulatory guidance contained in the following AF Directives and their associated Instructions, Manuals, and Handbooks, as applicable: Air Force Policy Directive (AFPD) 36-4, *Air Force Civilian Training and Education*; AFPD 36-6, *Civilian Career Management*; AFPD 36-13, *Civilian Supervisory, Management, and Leadership Development*; AFPD 36-20, *Accession of Air Force Military Personnel*; AFPD 36-21, *Utilization and Classification of Air Force Military Personnel*; AFPD 36-22, *Military Training*; AFPD 36-23, *Military Education*; AFPD 36-26, *Military Force Management*; and AFPD 36-34, *Air Force Mentoring Program*.
8. Guidance for compliance, instructions, and reporting requirements are specified in Air Force Materiel Command Instruction 36-201, *Education and Training*; AFMC Manual 36-1, *Guide to the AFMC Men-*

*toring Program; AFMC Manual 36-2, Distance Learning Center Infrastructure Guide; and AFI 36-2306, AFMC Supplement 1, The Education Services Program.*

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